

# MyNAEP Submit Current Roster of Students

- Go to the **Prepare for Assessment** tab. Under this tab you will have access to several School Coordinator tasks. Use the links in the checklist on the left-hand menu under **Prepare for Assessment** to (Figure 1):
  - Update the list of sampled students
  - Include students with disabilities and English language learners
  - Notify parents/guardians of sampled students
  - Submit a Current Roster of Students**
  - Manage school and/or teacher questionnaires
  - Plan assessment day logistics

- Select the **Submit a Current Roster of Students** link on the left-hand menu (Figure 2).

**NOTE:** This activity should be completed the by NAEP School Coordinator or designated School Data Control Specialist.

To identify any eligible students who were not included on the student list submitted in the fall, NAEP must collect a list of currently enrolled students after January 1, 2015. The list of students originally submitted for sampling in the fall must be compared to your current roster of students for the sampled grade. For NAEP to maintain statistical validity, all eligible students must have a chance to be selected.

Please use the NAEP provided template which contains ONLY the following columns:

- State Unique Student ID
- First Name
- Middle Name
- Last Name
- Date of Birth (i.e., mm/dd/yyyy)

Please use the MyNAEP Web site to upload the Excel file. **Do NOT e-mail any personally identifiable information or share student information in any unsecured way.**

The NAEP system will check your current roster against the file submitted by the OPI in November. If any students are on your current roster that were not on the original list, the system will identify them and then sample in the same manner as your school's original sampling. "Newly sampled" students will be added to the school's sample only after the NAEP Field Staff discusses their addition with the School Coordinator. Please use the MyNAEP Web site to update demographics and special test accommodations, if needed, for any "newly sampled" students.

- Before performing this **Submit a Current Roster of Students Task 7**, watch the tutorial (Figure 3). After viewing the video, select **Finish** to continue.
- Click **Finish** when you have reviewed each of the following items:
  - Review [requirements/instructions](#) for creating the Excel file.
  - Prepare an Excel file for your **sampled grade**.
  - If you would like to use NAEP's preferred template, download the [template](#) and review formatting tips (optional).

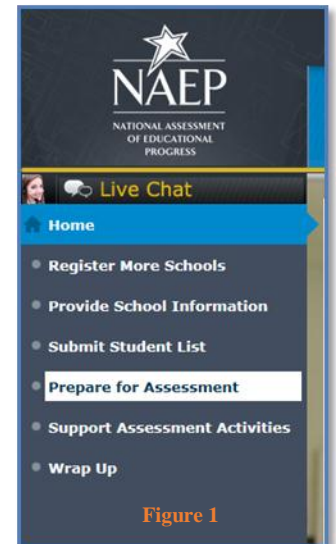


Figure 1

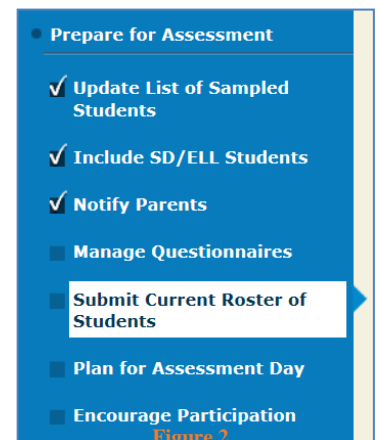


Figure 2

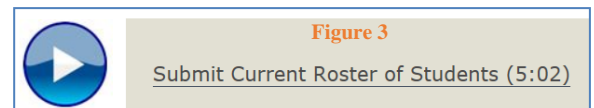


Figure 3

## Provide Access for Student Data Specialist (optional)

The person at your school most familiar with creating a report for your NAEP sampled grade of students should **Submit the Current Roster** in early January. The roster must be an Excel file, and it should include the following information for each student: Student ID, First name, Middle name/initial (optional), Last name, and Date of Birth. If you are designating another person to complete the **Current Roster of Students** in MyNAEP, please provide him/her (**steps 9 - 24**) below and the attached “**How to Get a List of NAEP Students From the AIM system and Export it Directly into an Excel Spreadsheet**”.

- Use the table below (**Figure 4**) if you would like to designate a Student Data Specialist from your school, please complete **steps 6-8**.

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### Provide Access for Student Data Specialist

The person at your school most familiar with creating a report of currently enrolled grade 4 students should submit the current roster in early January. The roster must be an **Excel** file, and it should include the following information for each student.

- Student ID (optional, no SSNs)
- First name
- Middle name/initial (optional)
- Last name
- Month of birth
- Year of birth

Use the table below if you would like to designate a student data specialist to complete this task.

First Name	Last Name	Email Address

Exit Save

**Figure 4**

- Enter in your Schools' Student Data Specialist's **First name**, **Last name** and **Email** address to provide him/her with MyNAEP restricted-use site access and information about performing this task (**Figure 5**). Once the information has been saved, the **Send Email** button will appear.

First Name	Last Name	Email Address
Jane	Doe	JDoe@mt.gov

Exit Save Send Email

**Figure 5**

- Select the **Send Email** button, and an email will be sent to the Student Data Specialist with instructions about how to register and access the MyNAEP website. School Coordinators will receive a pop-up message letting them know that the email has been sent. Select the **Close** button to return to the MyNAEP landing page.
- When School Coordinators or Student Data Specialists are ready to submit the **Current Roster of Students**, he/she should select the **Submit Current Roster of Students** link from the landing page.

## Submit Current Roster of Students

If you need any assistance, please contact the NAEP help desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com).

9. Review the instructions on how to submit the **Current Roster of Students** electronically. Select the hyperlinked words to download [instructions](#), the [Excel template](#), and [formatting tips](#), then select **Continue**.

NAEP needs a complete and current roster of all students in the selected grade(s) to be assessed. The roster should reflect January 2015 enrollment, and should help NAEP identify any students who have enrolled since the original list of students was submitted in the fall of 2014. Your student data file must be a Microsoft Excel file (version 95 or later). An Excel template is available on the Watch Tutorial and Get Started page. If you cannot submit your student roster in an Excel file, call the **NAEP Help Desk** at 1-800-283-6237 for more information.

10. To submit your **Current Roster of Students**, please do the following:

- ☐ **Download** and read the [instructions](#).
- ☐ **Prepare** an Excel file for sampled grade.
- ☐ **Review** [NAEP's preferred template](#).

**Current Roster of Students** should:

- ☐ Contain only students enrolled in the sample grade
- ☐ Be submitted and reviewed at least **48 hours** before your scheduled **Preassessment Review Call**.

11. **Upload Your File – Figure 6**. Before uploading a copy of your Excel student data file, please provide us with the following information:

Select from the drop-down either **Yes** or **No**. to the following question:

**Does your student data file contain column headers?** **Yes/No**

12. Provide the date your list was prepared on. You may either type in the date using the format mm/dd/yyyy or by clicking on the [calendar icon](#) and selecting a date.

**Date list is accurate as of:** **(mm/dd/yyyy)**

13. To upload your student data file, you will need to:

- ☐ Click on the **"Browse..."** button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer.  
**Note:** You may need to change the **"Files of type"** to **"All files (\*.\*)"**.
- ☐ Double-click on the file (or select it and then click on the **Open** button). The name of the file (and the path) will appear in the **File Name** box below.
- ☐ Select the **Upload** button and proceed.

**It may take a few minutes to upload your Excel file.**

To assist with the process, the MyNAEP system will compare the original list with your **Current Roster of Students**. If the **Online Warning Check** finds the number of records on your **Current Roster** to be too dissimilar from the original list of students submitted by the OPI for sampling this fall, then you will be asked to verify that the current student roster is correct before selecting **Continue**. Otherwise, select **Start Over** and then upload an updated file.

**Note:** The MyNAEP pages contain JavaScript. If JavaScript is disabled in your browser, you will not be able to log in. Please note that Google Chrome and Internet Explorer are the recommended browsers for school users.

14. Once the file has been successfully uploaded determine how the **student name** column of your Excel spreadsheet is formatted (Figure 7). Select how your excel sheet is formatted (split across multiple columns or contained within a single column), then select **Save and Continue**. **Note:** If you are using the State Published AIM Ad Hoc report, select **split across multiple columns**.

Full Screen Mode

## Submit Current Roster of Students

How is **student name** formatted in your Excel File?

☐ Split across **multiple** columns (regardless of order)

For example:

First Name	Last Name
Rosa	Parks

 or 

First Name	Middle Name	Last Name
Rosa	Louise	Parks

☐ Contained within a **single** column (regardless of order)

For example:

Name
Rosa Parks

 or 

Name
Rosa Louise Parks

**Figure 7**

Back Save Save and Continue Exit

15. Next designate how your **date of birth** column is formatted (Figure 8). For example, is it **split across multiple columns** or **contained within a single column**? After selecting the correct format, select **Save and Continue**. **Note:** If you are using the State Published AIM Ad Hoc report, select across a **single column**.

## Submit Current Roster of Students

How is **date of birth** formatted in your Excel file

☐ Split across multiple columns

For example:

Month	Year
1	2015

 or 

Month	Day	Year
1	20	2015

☐ Split across a single columns

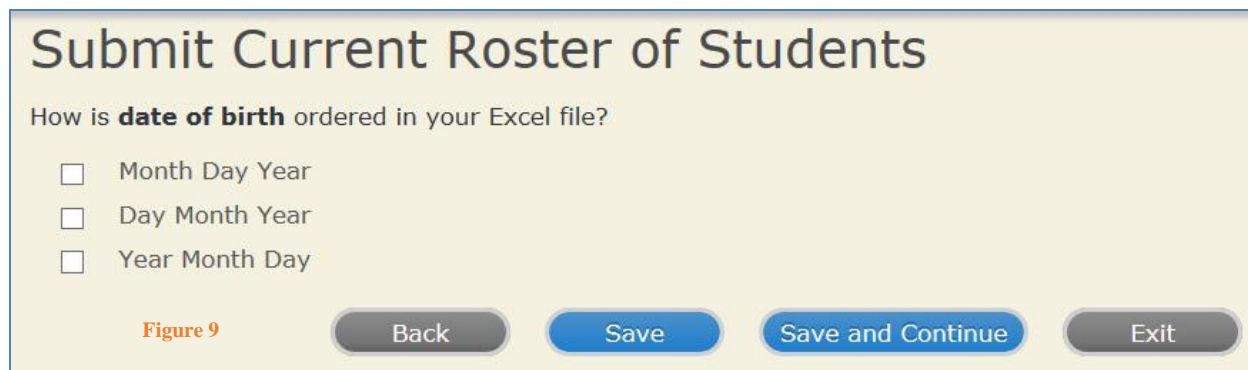
For example:

Date of Birth
1/20/2015

**Figure 8**

Back Save Save and Continue Exit

16. If you selected **contained within a single column**, answer these additional questions about how the **date of birth** column is formatted (Figure 9). The first question asks about how it is ordered in the column. After your selection, select **Save and Continue**. **Note:** If you are using the State Published AIM Ad Hoc report, select **Month Day Year**.



**Submit Current Roster of Students**

How is **date of birth** ordered in your Excel file?

☐ Month Day Year

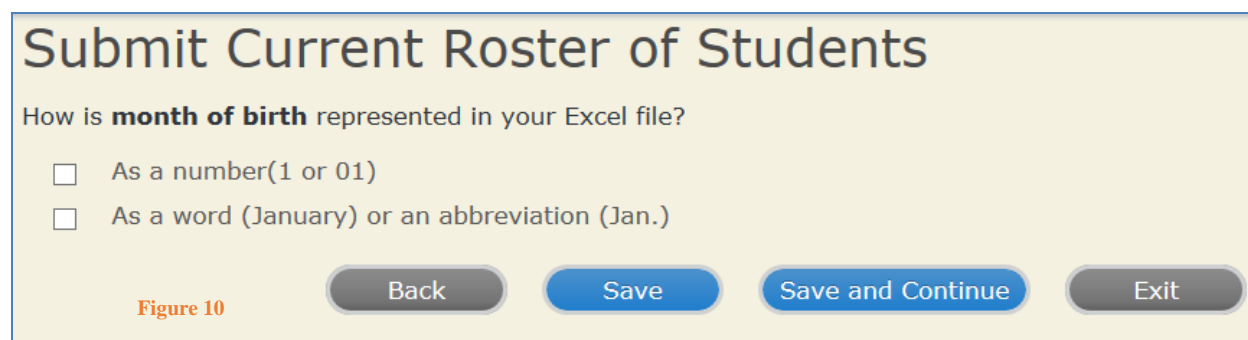
☐ Day Month Year

☐ Year Month Day

Figure 9

Back Save Save and Continue Exit

17. The next question asks how the **month of birth** is represented in the Excel spreadsheet (Figure 10). After selecting the correct choice, select **Save and Continue**. **Note:** If you are using the State Published AIM Ad Hoc report, select **As a Number**.



**Submit Current Roster of Students**

How is **month of birth** represented in your Excel file?

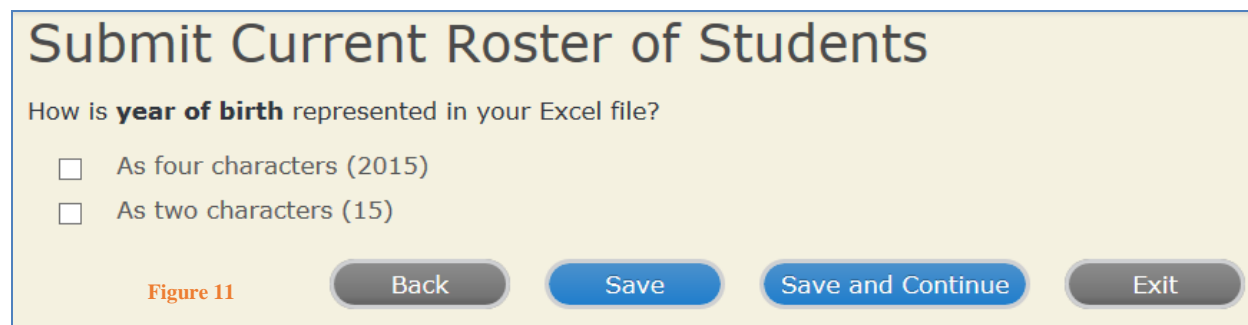
☐ As a number(1 or 01)

☐ As a word (January) or an abbreviation (Jan.)

Figure 10

Back Save Save and Continue Exit

18. The next question asks how the **year of birth** is represented in the column (Figure 11). The first question asks about how the Excel spreadsheet is ordered in the column. After your selection, select **Save and Continue**. **Note:** If you are using the State Published AIM Ad Hoc report, select **As Four Characters**.



**Submit Current Roster of Students**

How is **year of birth** represented in your Excel file?

☐ As four characters (2015)

☐ As two characters (15)

Figure 11

Back Save Save and Continue Exit

19. Depending how the **month of birth** and **year of birth** are formatted in the **date of birth column**, additional questions may be presented so the system can determine how to split the **date of birth column**. These questions were shown above (Figures 10-11). Select the correct format below, to advance to the **column mapping** section (Figure 12). If date of birth is split across multiple columns, you will automatically advance to the column mapping section immediately (below). **Note:** If you are using the State Published AIM Ad Hoc report, select **MM/DD/YY**.

**Submit Current Roster of Students**

Select the format of birth date in your Excel file.

- ☐ MM/DD/YY (01/20/15)
- ☐ MM-DD-YY (01-20-15)
- ☐ MM.DD.YY (01.20.15)
- ☐ MM,DD,YY (01,20,15)
- ☐ MM DD YY (01 20 15)
- ☐ MMDDYY (012015)
- ☐ None of the above

**Figure 12** Back Save Save and Continue Exit

20. Once the correct format is selected, you will advance to the **column mapping** section. **Note:** If you are using the State Published AIM Ad Hoc report, select **MM/DD/YY** (Figure 12). Below, the system has matched your file's columns to the corresponding columns in the NAEP student list format (Figure 13). Please review the accuracy of the matches. Make any changes using the drop-down menu in each row.

Columns in your file that are not needed in NAEP's format should be labeled as "**Not Applicable**". In the **column mapping** section, identify what information is in each of your **Current Roster of Students'** columns. The drop-down boxes under the column **NAEP's column headings** may automatically *pre-fill*, based on key words in the Excel file column headings. If there is no appropriate description in the drop-down list, you should select **N/A**. **Note:** none of your drop-down boxes may have say "**Your Column Contains...**". The system will not allow this (Figure 13). You must designate all of your column headings using the drop-down boxes (if they are not already pre-filled) before you may move to the next screen.

When you have finished identifying all of the columns on your list, select **Save and Continue**.

**Submit Current Roster of Students** **Figure 13**

Identify Your Column Contents

In order to process your student list, the system will convert your file to the template that NAEP uses.

In the table below, select the drop-down in each row to match your column headings to the corresponding NAEP categories. If any of your column headings contain information not listed, choose Not Applicable.

Your file's column headings	NAEP's column headings	Clear
STUDENTID	Your Column Contains...	▼
FNAME	Student Name: First	▼
MNAME	Student Name: Middle	▼
LNAME	Student Name: Last	▼
MOB	Birth Date: Month of Birth	▼
YOB	Birth Date: Year of Birth	▼

Start Over Back Save Save and Continue Exit

**Note:** The MyNAEP pages contain JavaScript. If JavaScript is disabled in your browser, you will not be able to log in. Please note that Google Chrome and Internet Explorer are the recommended browsers for school users.



## Submit Student List

Figure 14

Your student list has been converted into NAEP's template.

The system detected duplicate students (same First Name, Last Name, Month of Birth, and Year of Birth). To correct any data, select the pencil. To delete a duplicate student, select the X in the Delete column.

If the data from your file is correct as is, click "Continue" to verify duplicate records are unique students and continue the process.

Delete	Edit	Row	State Unique Student ID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
		65		Kathryn		Smith	6	2002
		66		Kathryn		Smith	6	2002

Start Over

Back

Continue

Exit

21. An error screen will appear if the system detects duplicate listings for the same student (Figure 14). Delete one of the listings if this is a duplicate. If not, select the **Continue** button. You may also start over by selecting the **Start Over** button.

## Submit Student List

Figure 15

Your student list has been converted into NAEP's template.

The highlighted areas are missing from your file. Select the pencil to provide this information. If you would like to start over and resubmit your file, select Start Over. If you would like to change how you mapped your column headings, select Back.

Edit	Row	State Unique Student ID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
	3		BENJAMIN	FARETI	BAIERLEIN	10	
	7		RICARDO	MANUEL	BLACK		2002
	24			O	DOUGHERTY	10	2002
	52		BRITNEY	NICOLE		3	2003

Start Over

Back

Continue

Exit

22. If there are any missing data in the **Current Roster of Students**, you will receive an error screen, like the one shown above (Figure 15). The cells with missing data are highlighted in blue. To correct this, select the **pencil icon** on the far left side of the table and fill in the missing data in the pop-up window, then select **Continue**.

23. Finally, the newly formatted list of students is displayed for your review. Here, you can make any edits by selecting the pencil icon (Figure 16). You can also view the original Excel file that was submitted. When you are finished, select **All Information is Correct**.

**Submit Student List**

Your student list has been converted into NAEP's template. Review the list and verify that the data looks correct. Select the pencil to make any changes.

To view the Excel file that you submitted, select [My Excel File](#).

If you would like to start over and resubmit your file, select [Start Over](#). If you would like to change how you mapped your column headings, select [Back](#).

Edit	Row	State Unique Student ID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
	2		HALEY	ELIZABETH	APODACA	9	2002
	3		BENJAMIN	FARETI	BAIERLEIN	10	2002
	4		GAIGE	AUSTIN	BAKER	6	2003
	5		MARANDA	KAYE	BEATY	1	2003
	6		BRANDON	AARON	BENTON	11	2002
	7		RICARDO	MANUEL	BLACK	6	2002
	8		CAMERON	VINCE	BOLSHAKOVA	8	2003
	9		JAILEEN		BOWLING	9	2002
	10		MAURICE	L	BRAVO	9	2002
	11		DELANEY	CHRISTINE	BROKAR	10	2002

[Start Over](#) [Back](#) [All Information is Correct](#) [Exit](#)

Figure 16

24. Now that the **Current Roster of Students** has been uploaded, you will see the message shown below (Figure 17).

**Submit Current Roster of Students**

**Thank You**

The upload is complete. You will receive an email within 24-48 hours that indicates whether or not new students have been added to the sample.

[Exit](#)

Figure 17

**Complete the following:**

- ☒ [Watch Tutorial and Get Started](#)
- ☐ [Provide Access for Student Data Specialist \(optional\)](#)
- ☒ [Submit Current Roster of Students](#)

**If you need any assistance, please contact the NAEP help desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com).**

**Thank you for your timely completion of the 7<sup>th</sup> NAEP 2015 School Coordinator Task!**